

UNITED STATES GOVERNMENT

SECRET

Memorandum

TO : Chief, Support Services Staff, DDS
THRU : Chief, Records Administration Branch
FROM : Chief, Records Management Staff, OC

RMS-M-68-089
DATE:

27 SEP 1968

SUBJECT: Revised Records Control Schedule

1. Attached for your approval is the revised Records Control Schedule #50-64/04, approved 11 December 1964, covering records being held by the Communications Security Staff, OC.

2. The Staff title was changed from Security Staff, OC, to Communications Security Staff, OC; and the symbol was changed from OC-S to OC-CS. Items 4.g. and 5.c., disposition instructions, were changed from 95 years to 10 years. Item 9.g.(4), disposition instructions, was changed from 25 years to 5 years.

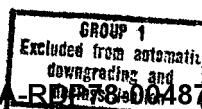
Attachment:
Records Control Schedule (5 cys)

Distribution:
Orig & 1 - Addressee w/att.



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MEMORANDUM FOR

I recommend approval.
This schedule was revised
in order to lower retention
periods for 3 items and to
reflect a change in organ-
izational title. fgh

Fmmi
OK
~~Please Stamp~~
8

10/21/68
(DATE)

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED.

(47)